

# **TRAFFIC INCIDENT MANAGEMENT COMMITTEE**

## **For San Mateo County**

October 4, 2007  
1:00 – 2:00pm

1250 San Carlos Ave.,  
4<sup>th</sup> Floor “Dining Room”  
San Carlos, CA

## **AGENDA**

### **I. Introductions**

### **II. Alternative Route Plan Status**

### **III. Implementation Plan Discussion**

### **IV. MOU Status**

### **V. Next Steps**

- **Tabletop Training**
- **Pilot Project Deployment**

# Traffic Incident Management Committee Meeting Minutes

July 26, 2007

## **Attendees:**

|  |                          |
|--|--------------------------|
| Raymundo Elias (Caltrans Maintenance)  | Vivian Ma (San Mateo PW) |
| Brian Molver (County OES)              | Kathleen Swindler (SFO)  |
| Matt Martell (Foster City Police Dept) | Richard Napier (C/CAG)   |
| Randy Durrenberger (KHA)               | Sandy Wong (C/CAG)       |
| Elbert Chang (KHA)                     | John Hoang (C/CAG)       |

## **Discussion Items:**

Draft Alternative Route Plan - Comments received from various agencies are being noted and incorporated into the Draft document. Since there are still some implementation and roles/responsibilities issues with regards to plan, the document will remain in draft until all issues are resolved.

Draft MOU – The draft MOU was reviewed and discussed. Comments included that the draft may be too general and that specific language needs to be added. Considerations should be made to move the “agency responsibilities” indicated in the MOU into the Alternative Route Plan since it pertains to tasks for implementing the Plan. C/CAG staff added that there will be plans in the upcoming months to meeting with cities and present the MOU in more details.

Proposed Workshop – The group discussed the purpose of the workshop, what type of format and method should be used, who do we want to train (i.e., first responders), and when will the workshop be held. It was suggested that the workshop be used to reach interagency consensus in developing an implementation strategy that will be incorporated back into the Alternative Route Plan. Subsequent Table-Top Training and Train-the-Trainer sessions will be provided separately, after the approval of the Alternative Route Plan.

Draft Implementation Plan – A draft ITS Infrastructure Improvement Plan was developed and distributed to the Committee (also emailed out) for review and discussion. The purpose of the Infrastructure Improvement Plan is to present implementation strategies for deploying ITS infrastructure elements. Potential pilot project areas were grouped together and existing and planned ITS infrastructures were identified, including type of equipment, location, and communication requirements needed. Preliminary costs were developed for each potential “pilot project area”. With guidance from the committee, it is expected that a pilot project area be selected from this Improvement Plan. It was requested that comments relating to this Plan be provided by August 17, 2007.